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10 August 1967

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Weekly Report of the Office of Training  
10 August 1967**

25X1C4a 1. Briefing of Senior Military Commanders

[REDACTED]

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[REDACTED] The briefing is tentatively scheduled for

20 September.

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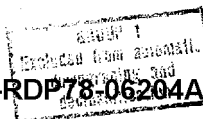
[REDACTED]  
has indicated that he will be available for a briefing [REDACTED]  
officials in September but has not been able to set an exact date.

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25X1A6a 3. OIDP Lecture

On 2 August George Carroll, Office of the Vice President, lectured

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on "Overseas Internal Defense Program" in the current Operations Course [REDACTED] The presentation was well received.

4. External Training Briefing

The special one-day program on 3 August for CIA representatives who will attend graduate schools during the next academic year was attended by 13 professionals including one who will attend the Armed Forces Staff College. Ten of the 13 are from the Directorate of Intelligence, two from the Directorate of Science and Technology, and one is a Support Services careerist working in the Clandestine Services. In grade, the students range from GS-07 to GS-15 and include two GS-15s, three GS-13s and three GS-12s. The class averages seven years in Agency experience; one student has one year of experience, another twenty and the rest fall in between.

5. Report on ADP

Attached is a report on the second running of our Brandon course on "Systems Development Process." The course is being revised to cater more to the ADP user than the ADP technician.

6. Special Course in Operations

Sixteen members of the Office of Scientific Intelligence will receive a one-week operations orientation [REDACTED] 11 - 15 September.

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## 7. Incentive Contracting and Cost Analysis Course

We have received some interesting critiques regarding the Incentive Contracting and Cost Analysis Course given "in-house" by the Contract Management Institute, (29 - 31 March 1967). We quote a few sentences from two:

a. [REDACTED] OSI: "The course was largely oriented toward the requirements of the government business agent who must negotiate and audit research and engineering contracts. However, it also was very useful to the technical monitor who must interface with both logistical personnel and contractor... It was instructive, generally appropriate in context, and should be made available to DDS&T line personnel and middle management involved in external research contracts."

b. [REDACTED] OSP: "Neither as a speaker nor as the Director of Contract Management Institute did Mr. Nolan appear to have spent a significant amount of time in planning his program, reviewing his visual aids, or in correlating his handouts... Of the 2 1/2 days of the program, 1 1/2 days were a distinct plus for me; the remaining day was relatively marginal in value -- I would suggest that consideration be given to presenting a similar three-day course using a combination of DDS&T or OL speakers."

## 8. Geographic Source of CTs

In order to develop an accurate picture of the geographic representation achieved in our external CT input, we have for some time been tallying the applicant cases on which clearance action is initiated, according to their States of origin. It may be of interest to note the following, which shows the distribution of cases put in process during the period 1 January through 30 June 1967.

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Action was initiated on [redacted] cases. Of these, [redacted] originated east of the Mississippi, and [redacted] west of the Mississippi. California and New York were the leaders with [redacted] respectively, followed by the District of Columbia with [redacted] and Massachusetts with [redacted]. These four accounted for 198, or 31.6% of the total. At the other end of the scale, four States produced none: Alaska, Nevada, Vermont, and Wyoming. The count by States was as follows:

East of Mississippi

Alabama  
Connecticut  
Delaware  
District of Columbia  
Florida  
Georgia  
Illinois  
Indiana  
Kentucky  
Maine  
Maryland  
Massachusetts  
Michigan  
Mississippi

New Hampshire  
New Jersey  
New York  
North Carolina  
Ohio  
Pennsylvania  
Rhode Island  
South Carolina  
Tennessee  
Vermont  
Virginia  
West Virginia  
Wisconsin

West of Mississippi

Arizona  
Arkansas  
Alaska  
California  
Colorado  
Hawaii  
Idaho  
Iowa  
Kansas  
Louisiana  
Minnesota  
Missouri

Montana  
Nebraska  
Nevada  
New Mexico  
North Dakota  
Oklahoma  
Oregon  
South Dakota  
Texas  
Utah  
Washington  
Wyoming

\*Local applications do not necessarily indicate D. C. as the State of origin.

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9. Office of Personnel Skills Bank

The Personnel Officer assigned to the CT Program receives a daily listing of all professional applicant files received in the Skills Bank. It includes files already earmarked for review by the CT Program. However, each list is carefully reviewed for applicants who have not been marked for the Program but appear to be potentially within our zone of consideration. It has been our experience that the Skills Bank officials are doing an excellent job of pre-screening and they usually send us for initial review the files which we should get. Our daily checking of the listing is a useful thing however, and we expect to continue it. In FY 1967 it gave us approximately 20 applicant files which otherwise we might not have seen.

10. Non-Agency Briefings

During this reporting period the following non-Agency briefings were given: a) 65 students at DIS on "Communist Movement Today," "Communist Party Organization," and "Communism in Developing Nations"; b) 60 AID EODs on the Agency's mission and functions.

/s/  
John Richardson  
John Richardson  
Director of Training

Att.

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